



GUIDE TO BUILDING DEPARTMENT SERVICES

Your building department is here to help you and your contractor in a variety of ways. We check your plans, perform inspections, and keep records on your project. We make sure that buildings are constructed to minimum standards intended to safeguard life, health, property, and public welfare. We are here to help you!

Provided by the Town of Hayden and SAFEbuilt Colorado

FREQUENTLY ASKED QUESTIONS

QUESTION: What codes has the Town of Hayden adopted?

ANSWER: 2009 International Building Code, 2009 International Residential Code, 2009 International Mechanical Code, 2009 International Plumbing Code, 2009 International Fuel and Gas Code, 2009 International Energy Conservation Code, 2009 International Existing Building Code, 1997 Uniform Code for the Abatement of Dangerous Buildings, 2008 National Electrical Code.

QUESTION: Where do I apply for a building permit?

ANSWER: Submit all permit applications to the Town of Hayden at 178 West Jefferson Avenue.

QUESTIONS: What information do I need to apply for a building permit?

ANSWER: SAFEbuilt has provided application submittal checklists to facilitate this process. Checklists can be obtained at Town Hall.

QUESTION: Will a separate permit be required for the electrical, plumbing, and mechanical components of my project?

ANSWER: Most construction projects will require two (2) permits. The first permit is for general construction, including the installation and inspection of plumbing and mechanical systems. A second permit is required for the electrical components of your project.

QUESTION: How do I schedule an inspection?

ANSWER: The phone and fax numbers for inspection requests are listed on your building permit. SAFEbuilt will provide inspections daily between the hours of 8:00 am and 4:00 pm. All inspection requests received prior to 4 PM will be completed the next business day.

QUESTION: What information should be left onsite for my inspection to be completed?

ANSWER: The building permit card and the approved stamped plans must be onsite for all inspections.

QUESTION: How do I obtain the results of an inspection?

ANSWER: SAFEbuilt will provide applicants with a written copy of inspection result tickets and discuss inspection results with appropriate site personnel. Applicants may also contact SAFEbuilt using the contact information listed below to obtain information or copies of inspection results.

QUESTION: When do I need to request an inspection?

ANSWER: Inspections are made at various stages of the building project to assure compliance with adopted building codes. As you complete a section of your construction, you must call SAFEbuilt Colorado and request an inspection **before concealing** any work and/or proceeding to the next phase of construction. Otherwise, you may be required to remove some portion of your work to show visible proof that a concealed section is up to code. Site address must be posted before field inspections can be done.

QUESTION: When do I need to request a **re-inspection**?

ANSWER: If discrepancies are found by the inspector, these discrepancies are noted on the inspection results ticket and left on the job site. Upon making the necessary corrections, a follow-up inspection will be required to document compliance.



QUESTION: Will I be assessed a **re-inspection fee**?

ANSWER: SAFEbuilt understands that re-inspections are necessary and fees will not be assessed under normal circumstances. A re-inspection fee may be assessed when inspections are requested prior to the work being ready for inspection, the permit card is not posted at the site, plans are not available, or when access is not provided to the site.

QUESTION: How do I obtain my certificate of occupancy?

ANSWER: SAFEbuilt will issue the certificate after all final inspections and agency requirements have been completed and approved.

QUESTION: Do I need a contractor's license to work on my own home?

ANSWER: As a homeowner you can do work without a contractor's license on your own property where you live. However, if you subcontract a project your electrical and plumbing contractors are required to hold a license from the State of Colorado.

QUESTION: What happens if I do not get a required permit?

ANSWER: You may be subject to penalties as prescribed by law. **CAUTION:** If you do work, or have work done on your property without obtaining a required permit, you could be incurring liability in the event of a fire or accident related to the work. In some circumstances, your insurance could be invalidated.

QUESTION: What if my water heater breaks on the weekend? Can I replace it and get a permit on Monday morning?

ANSWER: Generally, the jurisdiction will allow for emergencies such as these.

QUESTION: How long is my permit valid?

ANSWER: Every permit issued shall become invalid unless the work authorized is commenced within 180 days. The permit shall also be invalid if the work authorized is suspended or abandoned for a period of 180 days or more, i.e. no inspections have been performed. An extension may be granted for justifiable cause.

QUESTION: Can I get started on my project before I get my permit?

ANSWER: Except for minor demolition in preparation for your proposed project, no work should commence until the proper permit has been issued.

QUESTION: Do my plans have to be professionally drawn?

ANSWER: Most small homeowner projects do not require professionally drawn plans; however, construction documents should be drawn upon suitable material and should be of sufficient clarity to indicate the location, nature and extent of the work proposed and that it will conform to the provisions of the appropriate codes. Most other plan submittals must be professionally drawn.

QUESTION: What will my building permit cost?

ANSWER: Your building permit fees vary according to the type of project. Fees are based on the valuation of the project, including both material and labor. The fees cover both the permit and inspections on the project.

QUESTION: Can I call for a specific time for my inspection?

ANSWER: Requests for specific times on inspections can not generally be accommodated; however, SAFEbuilt will try to accommodate whenever possible.

QUESTION: Am I responsible as a homeowner, for work done on my home without a permit?

ANSWER: Yes, as the owner of the property, you are responsible for all work done. It is your responsibility once the title is in your name. It may be necessary to get a permit after the fact for work that is already complete and have it inspected for your safety.



QUESTION: Are building permits transferable?

ANSWER: If property is sold during the construction process, before a certificate of occupancy is issued, the new owner is required to apply for and purchase a new permit.

QUESTION: Where can I buy the code books related to my project?

ANSWER: Some code books can be purchased at a local technical bookstore. Code books can also be purchased on line or by phone through the International Code Council at www.iccsafe.org or at 1-800-284-4406. Note: If needed for reference only, your local building department has code books on file or your local library often has the code books in the reference section.

QUESTION: When is a building permit required?

ANSWER: While it is true that most projects do require a permit, you will be happy to know there are many times when a permit is not needed.

A permit ***is not required*** for the following types of projects or construction:

- ✓ Replacement of flooring or carpets
- ✓ Interior and exterior painting
- ✓ Direct replacement of cabinets, countertops, toilets, sinks, and faucets
- ✓ Gutters and downspouts
- ✓ Storage or tool sheds, playhouses, and similar uses that are smaller than 200 square feet
- ✓ Fences not over 6 feet high
- ✓ Swings and playground equipment accessory to one and two family dwellings
- ✓ Re-roofing
- ✓ Adding or replacing siding, stucco, brick, etc.

A permit ***is required*** for the following types of projects or construction:

- ✓ Building additions including decks, patios, garages, and carports
- ✓ Hot tubs, spas, and pools 24" in depth or greater
- ✓ Basement finish
- ✓ Adding, removing, or moving exterior and interior walls, or installing new drywall
- ✓ Making any changes to water lines
- ✓ Adding or replacing a furnace or solar panels
- ✓ Adding or replacing an air conditioner
- ✓ Adding or replacing a water heater
- ✓ Adding electrical wiring
- ✓ Installing a lawn sprinkler system
- ✓ Demolitions
- ✓ Installing or replacing gas logs and fireplaces or wood burning stoves
- ✓ Fences over 6 feet in height
- ✓ Window replacement if the structural changes are to be made

SAFEbuilt Inc

P.O. Box 1618
Eagle, Colorado 81631
Office Hours: Call for Appt.

Contact: Charlie Davis
Phone: 970-291-1269
Toll Free: 1-877-428-6412
Fax: 970-328-1791

Town of Hayden

PO Box 190/178 West Jefferson Avenue
Hayden, Colorado 81639
Office Hours: 8:00 a.m. – 5:00 p.m.
Monday – Thursday & 8:00 a.m. – 12:00 p.m. Friday
Contact: Sharon Johnson
Phone: 970-276-3741
Fax: 970-276-3644